

Minutes of the  
Gasconade County Soil and Water Conservation District  
Regular Board Meeting – USDA Service Center  
Tuesday, November 5, 2013

Chairman Dennis Berger called the regular board meeting to order at 6:28 p.m. Those present were: Chairman Dennis Berger, Vice-Chairman Mike Haeffner, Member Matt Estes, Treasurer Debra Nowack, District Conservationist Melinda Barch (arrived 7:04), District Technician I Kory Hubbard, and District Specialist II Diana Mayfield. Secretary Matt Herring was absent.

DNR District Coordinator Patty Chapman was also present for the meeting.

The minutes of the Regular September meeting were reviewed. Mike Haeffner made the motion to approve the minutes. Matt Estes seconded the motion. Motion carried 4-0.

The minutes of the Special October meeting were reviewed. Matt Estes made the motion to approve the minutes. Mike Haeffner seconded the motion. Motion carried 4-0.

The September Treasurer's Report was reviewed. Diana Mayfield pointed out that the District Portion of the Dental insurance must come from the "Local" (01) funds and not the "Other Personnel" (03) funds. She indicated that DNR just discovered the incorrect placement of the funds which went back into FY 13 and they were able to correct this discrepancy with just a fund transfer. Mike Haeffner made the motion to approve the reports. Matt Estes seconded the motion. The motion carried 4-0.

The October Treasurer's Report was reviewed. Matt Estes made the motion to approve the reports. Mike Haeffner seconded the motion. The motion carried 4-0.

Mike Haeffner moved to approve the timesheets for both September and October. Matt Estes seconded the motion. The motion carried 4-0.

#### Unfinished Business

- ❖ Kory Hubbard briefed the board in regards to the CCPI project. He indicated that on November 14<sup>th</sup>, Mr. Unnerstall and the Area Engineers would be meeting at the office to go over the plans and design for the project. Diana Mayfield informed the Board that Mr. Unnerstall plans to be his own contractor for this project. Matt Estes thought that he is a contractor and has the equipment to complete the project. Diana Mayfield indicated that from past experience the project will be monitored very closely by the State and Area Engineers.

#### New Business

- ❖ The Board reviewed the fund status with Diana Mayfield. She then presented the proposed policy

for cost-share. She indicated that a fellow co-worker was being audited and cost-share policy for e-mail and such was an issue. Matt Estes moved to approve the following cost-share policy. Mike Haeffner seconded the motion. The motion carried 4-0.

- ✓ *No new cost-share contracts are to be approved outside of a scheduled board meeting, unless prior Board approval is given at a previous meeting.*
- ✓ *Change orders, which would have an impact on the cost-share allocation or design of the project, must be approved by a quorum of the Board members. If the approval is obtained between meetings via phone or e-mail, documentation of the event must be contained in the minutes of the following meeting.*
- ✓ *Any Board Supervisor is given authority to approve time extension change orders and contract payments in-between meetings. All approvals are to be documented in the minutes of the following board meeting with the date of actual approval and who signed being documented separately.*
- ✓ *Electronic signatures are an approved source of documentation.*
- ❖ Kory Hubbard reviewed the cost-share applications with the Board. He explained the cancellation of the Segelhorst waterway, providing the Board with a copy of the survey notes and explaining that the landowner ran into rock and instead of decreasing the elevation at each station, he increased with fill. There was no berm at the head of the structure, which made the seeding at risk for washing away. An Area Engineer and NRCS/SWCD district staff looked at the completed practice. NRCS will not sign off on the project as it did not meet design specifications. It was noted that the landowner called during the governmental shutdown, indicating that he hit rock, and he was told to try to do the best that he could. The landowner indicated that he and the contractor put the plans aside and constructed the project to their satisfaction. The landowner felt it would be cost prohibitive to bring the contractor back in to bring it to specs. At his cost-share interview, the landowner was informed that a NRCS inspection of the project needed to be completed before the contractor moved out and the critical area seeding was completed. Again, it was stressed that the project was completed during the governmental shutdown so no one was available to do the checkout. Matt Estes made the motion to approve the cost-share as presented. Mike Haeffner seconded the motion. The motion carried 4-0.

#### New Cooperators

- None



### Contracts and Conservation Plans

- Roy/Lois Kinman, DSP-3.2, \$10,000, 062-14-0018 & Conservation Plan
- Schwarz Living Trust, CRP Conservation Plan
- Joseph L. Sebacher RLT, CRP Conservation Plan
- Ray B Ridder, CRP Conservation Plan
- Ralph/Carol Engelmeyer, Sandra/Richard Nieman, CRP Conservation Plan
- James G Voss, EQIP Conservation Plan
- Randy Zelch, CSP Conservation Plan

### Change Orders

- None

### Contract Payments

- Sarah Illig Trust, DSP-3.2, \$1,581.00, 062-14-0008<sup>1</sup>
- Sarah Illig Trust, DSP-3.3, \$291.95, 062-14-0009<sup>1</sup>
- Vera Nicks, DSP-3.2, \$9,800.50, 062-13-0082<sup>1</sup>
- Kathryn Baker Trust, N590, \$1,404.00, 062-13-0086

<sup>1</sup>Approved by Debra Nowack, 10/29/2013

### Cancellations

- Dennis R & Dorothy L Segelhorst, DWP-3, 062-14-0014

- ❖ The Board discussed plans for the 2014 Annual Meeting. It was suggested that Diana Mayfield check with the Owensville Middle school to see if March 13<sup>th</sup> or 27<sup>th</sup> would be available for the event. Motion was made by Mike Haeffner and seconded by Matt Estes. Motion carried 4-0.

As far as a program, Debra Nowack suggested that Mike Haeffner discuss his recent trip to Asia. He did not feel that would work for him. Diana Mayfield asked if maybe we could do something with the Rain Simulator – perhaps doing the demonstration before dinner and then covering other aspects, such as the slag test, later on during the meeting. Mike Haeffner and Matt Estes thought that would be a great idea. Mike Haeffner said that these kinds of demonstrations remain with children and they are our future farmers. Melinda Barch indicated that she just came from the Missouri Forage and Grassland Conference where the guest speaker indicated that his children, who are 25 & 26 do not know what conventional tillage is and with cover crops becoming more popular, he hopes his neighbor's children (15 & 16) will not know what spraying is. Melinda will contact Doug Peterson in regards to the simulator.

- ❖ Diana Mayfield asked who would be attending the upcoming Annual Training Conference. Dennis Berger, Mike Haeffner, and Matt Estes indicated that they will be attending. Diana Mayfield did indicate that she would be unable to attend until Tuesday.

The resolutions will be presented at the MASWCD meeting at 8 a.m. on Tuesday. Dennis Berger asked

if Diana Mayfield was going to present our resolutions and she informed the Board that a Board member must present the resolutions and vote – District staff are not permitted to perform these duties. The Board began reviewing the resolutions with an update on the Tech II testing. Kory Hubbard indicated that he had completed the 1-8 modules of the NRCS Conservation Planning Course. Melinda Barch indicated that, because of the furlough, the Module 9 field exercise has been put off until sometime in the spring. Kory Hubbard had e-mail Patty Chapman in regards to the promised November testing and she indicated that the DNR testing portion has hit another “hiccup”. It appears that the program must be bid out so it may take some time to get it going again. The Board members voted on the following resolutions.

1. Resolution #1 – yes
2. Resolution #2 – no
3. Resolution #3 – no
4. Resolution # 4 – yes
5. Resolution #5 – yes
6. Resolution #6 – no
7. Diana Mayfield presented another resolution to present from the floor in regards to the acreage limits of the DSP-3.1 and DSP-3.2. She provided the board with data showing that the state average cost continues to rise but because of the acreage limits, landowners are receiving far less that needed for the projects. Mike Haeffner made the motion to present the resolution from the floor. Matt Estes seconded the motion. The motion carried 4-0.

- ❖ Diana Mayfield presented the brochures from Jeff Oetting in regards to a billion seeder and pulverizer. It was discussed that with the new soil health initiatives we need to lean more towards no till and we currently do not have the funding to purchase this type of equipment. No action was taken.

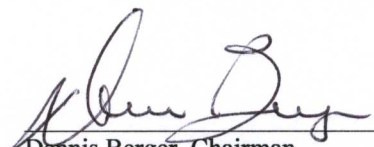
- ❖ The Board reviewed the following letters and Memorandums.

1. Memorandum 2014-006, Calendar Year 2014 Health Insurance
2. Memorandum 2014-007, Fiscal Year 2014 (FY14) Supplemental Cost-share Allocation, Termination Date Extensions for Contracts Affected by the Government Shutdown, and Extension of FY15 Needs Assessment Deadline
3. Letter 10/22/13, Supplemental Cost-share Allocation
4. Memorandum 2014-008, Fiscal Year 2014 (FY14) Supplemental Cost-share Allocation Extension

- ❖ The Board reviewed the Local Resource Concerns for the Federal EQIP program with Melinda Barch. She indicated that there were Federal, State, and Local resource concerns that make up the ranking for the EQIP program. She indicated that she is hosting a meeting on November 7<sup>th</sup> with a group of local landowners to discuss the local concerns of the county. She asked the Board if they had any concerns that they would like to see addressed. She reviewed the FY13 local concerns with the Board. She

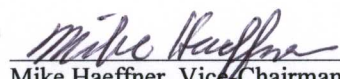
indicated that Gasconade County landowners would compete with the entire Area 2 landowners in the ranking process. She indicated that 60% of the EQIP funding must address livestock concerns.

- ❖ The Board reviewed the NRCS & District reports as submitted. Melinda Barch shared that Amy Neier from Maries County has been hired as the new Soil Conservation Technician to be stationed in Linn but serving all three counties. She will begin working on November 18<sup>th</sup>.
- ❖ Dennis Berger entertained a motion to adjourn. Mike Haeffner so moved. Matt Estes seconded the motion. All in favor. Meeting adjourned at 8:15 p.m.
- ❖ The next regularly scheduled board meeting is December 3<sup>rd</sup> after the Christmas Dinner which begins at 6 p.m. at the Farm Bureau Meeting Room.

  
Dennis Berger, Chairman

12-3-13

Date

  
Mike Haeffner, Vice Chairman

12-3-13

Date



Checking account #: MAIN  
Dates: From 09/01/13 To 09/30/13

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Check/Dep-#      Date      Description      Payee      Amount  
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Checking account: MAIN      Beginning Checking Account Balance for: Sep      \$14,756.34  
Auto bal account #: 00-00-100

Bank ID: 081512407      Bank name: Community Bank  
Acct #: 2001322      Phone: 573-437-4444

Checks

4737	09/12/13	HERRING SUPV TRVL	MATTHERR	\$56.70
4738	09/12/13	ESTES SUPV TRVL	MATT	\$22.58
4739	09/12/13	HAEFFNER SUPV TRVL	MIKE	\$143.85
4740	09/12/13	NOWACK SUPV TRV 091213	DEBRA	\$23.10
4741	09/12/13	BERGER SUPV TRVL	DENNIS	\$60.38
4742	09/12/13	HUBBARD - EMPLY TRVL	KORY	\$18.38
4733	09/13/13	HUBBARD-PAYROLL 09/13/13	KORY	\$944.44
4734	09/13/13	MAYFIELD-PAYROLL 09/13/13	DIANA	\$855.32
4735	09/13/13	WORKERS COMP INS	MOEMP	\$543.00
4736	09/13/13	SOIL HEALTH MEETING	WARREN	\$139.48
4743	09/13/13	MAYFIELD-EMPLY TRVL	DIANA	\$264.20
4744	09/13/13	FIELD DAY EXPENSES	PLATINUM	\$85.49
4745	09/19/13	AFLAC PYMT	AFLAC	\$172.26
4749	09/19/13	FY14 1ST QTR RETIRMENT	RETIRE	\$742.60
4750	09/19/13	KORY'S SHIRTS	Circle D	\$86.00
4746	09/27/13	HUBBARD-PAYROLL 09/27/13	KORY	\$944.43
4747	09/27/13	MAYFIELD-PAYROLL 09/27/13	DIANA	\$855.32
4748	09/27/13	STATE TAX - 3RD QTR	STATE TAX	\$378.00
4751	09/27/13	FIELD DAY SUPPLIES	WALMARTS	\$137.39
4752	09/27/13	4TH GRADE BAGS	PENS	\$284.95
9414747	09/27/13	941 - SEPTEMBER	EFTPS	\$825.76
Total Checks				\$7,583.63

Deposits

CR090513	09/05/13	Cash Receipts 09/05/13	(\$498.63)	Deposit
BI083113	09/06/13	BANK INTEREST	(\$3.45)	Deposit
CR091713	09/27/13	CASH RECEIPTS	(\$543.00)	Deposit
Total Deposits			(\$1,045.08)	

Total Deposits less Checks for the month: \$6,538.55

Ending Checkbook Balance: Sep      \$8,217.79  
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-----End of report-----



Checking account #: 110  
Dates: From 09/01/13 To 09/30/13

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: 110		Beginning Checking Account Balance for: Sep		\$2,113.37
Auto bal account #: 00-00-110				

Bank ID: 081512407	Bank name: COMMUNITY BANK
Acct #: 248584	Phone:

Checks

Total Checks \$0.00

Deposits

Total Deposits \$0.00

Total Deposits less Checks for the month: \$0.00

Ending Checkbook Balance: Sep \$2,113.37

Checking account #: 120  
Dates: From 09/01/13 To 09/30/13

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: 120		Beginning Checking Account Balance for: Sep		\$13,391.31
Auto bal account #: 00-00-120				

Deposits

Total Deposits \$0.00

Total Deposits less Checks for the month: \$0.00

Ending Checkbook Balance: Sep \$13,391.31

-----End of report-----

By: DIANA  
10/30/13 10:51am

GASCONADE COUNTY SWCD  
Treasurers Report

Page 1

Checking account #: MAIN

Dates: From 10/01/13 To 10/31/13

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: MAIN	Beginning Checking Account Balance for: Oct	\$8,217.79
Auto bal account #: 00-00-100		

Bank ID: 081512407	Bank name: Community Bank
Acct #: 2001322	Phone: 573-437-4444

**Checks**

4753	10/11/13	HUBBARD - PAYROLL 10/11/1	KORY	\$944.44
4754	10/11/13	MAYFIELD-PAYROLL 10/11/13	DIANA	\$855.32
10134756	10/17/13	OCTOBER MCHCP PYMT	MCHCP	\$1,138.76
4755	10/17/13	FIELD DAYS/SHIRTS	PLATINUM	\$290.65
4756	10/17/13	EMPTY TRVL	KORY	\$69.30
4757	10/17/13	MAYFIELD-EMPTY TRVL OCT	DIANA	\$176.03
4758	10/17/13	EQUIPMENT INSURANCE	FARM	\$593.38
4764	10/24/13	PORT-A-POTTIES	CENTRAL SE	\$250.00
10475700	10/25/13	UNEMPLOYMENT-KORY	UNEMPLOY	\$7.14
4759	10/25/13	HUBBARD-PAYROLL 10/25/13	KORY	\$944.43
4760	10/25/13	MAYFIELD-PAYROLL 10/25/13	DIANA	\$855.32
4761	10/25/13	EQUIPMENT REPAIR	MILLER	\$472.25
4762	10/25/13	4th GRADE FIELD DAYS	WALMARTS	\$113.91
4763	10/25/13	OCTOBER 2013 AFLAC PYMT	AFLAC	\$172.26
9414760	10/25/13	941 OCTOBER	EFTPS	\$825.76
		Total Checks		\$7,708.95

**Deposits**

14Gasc02	10/25/13	State Allottment	(\$14,636.40)	Deposit
BI093013	10/25/13	SEPT BANK INTEREST	(\$2.34)	Deposit
103013	10/30/13	DRILL RENTAL	(\$257.00)	Deposit
CR103013	10/30/13	CASH RECEIPTS 10/30/13	(\$309.00)	Deposit
		Total Deposits	(\$15,204.74)	

Total Deposits less Checks for the month: (\$7,495.79)

Ending Checkbook Balance: Oct **\$15,713.58**

-----End of report-----



By: DIANA  
10/30/13 10:52am

GASCONADE COUNTY SWCD  
Treasurers Report

Page 1

Checking account #: 110  
Dates: From 10/01/13 To 10/31/13

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: 110 Beginning Checking Account Balance for: Oct \$2,113.37  
Auto bal account #: 00-00-110

Bank ID: 081512407 Bank name: COMMUNITY BANK  
Acct #: 248584 Phone:

Checks

Total Checks \$0.00

Deposits

Total Deposits \$0.00

Total Deposits less Checks for the month: \$0.00

Ending Checkbook Balance: Oct \$2,113.37  
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By: DIANA  
10/30/13 10:52am

GASCONADE COUNTY SWCD  
Treasurers Report

Page 1

Checking account #: 120  
Dates: From 10/01/13 To 10/31/13

Check/Dep-#	Date	Description	Payee	Amount
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Checking account: 120 Beginning Checking Account Balance for: Oct \$13,391.31  
Auto bal account #: 00-00-120

Bank ID: 081512407 Bank name: COMMUNITY BANK-BRANCH OF MARIE  
Acct #: 876660004479 Phone:

Checks

Total Checks \$0.00

Deposits

CD102313 10/25/13 CD INTEREST (\$15.19) Deposit  
Total Deposits (\$15.19)

Total Deposits less Checks for the month: (\$15.19)

Ending Checkbook Balance: Oct \$13,406.50  
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Reporting period: 10/01/13 to 10/31/13

Starting account: First Ending account: Last

Details are not shown

Print zero dollar accounts: No

Fund: 01 Local Funds

Account-#	Description	Beg-Bal	Tot-Debit	Tot-Credit	End-Bal
1-00-300	BEGINNING FUND BALANCE	(\$19,806.12)	\$0.00	\$0.00	(\$19,806.12)
01-00-400	INTEREST EARNED ON CHECKING	(\$8.55)	\$0.00	(\$2.34)	(\$10.89)
01-00-401	INTEREST ON CD	(\$15.01)	\$0.00	(\$15.19)	(\$30.20)
01-00-403	NEWSLETTER ADVERTIZING DONATIO	(\$75.00)	\$0.00	\$0.00	(\$75.00)
01-00-406	DONATIONS FIELD DAYS	(\$200.00)	\$0.00	\$0.00	(\$200.00)
01-00-416	SALE OF GOODS-FLAGS	(\$10.00)	\$0.00	\$0.00	(\$10.00)
01-00-430	ATV EQUIPMENT RENTAL	(\$40.00)	\$0.00	\$0.00	(\$40.00)
01-00-431	ROTOWIPER RENTAL	(\$50.00)	\$0.00	\$0.00	(\$50.00)
01-00-432	JOHN DEERE DRILL RENTAL	(\$2,451.73)	\$0.00	(\$257.00)	(\$2,708.73)
01-00-433	GREAT PLAINS DRILL RENTAL	(\$1,057.50)	\$0.00	(\$309.00)	(\$1,366.50)
01-00-515	MANAGERS GROSS SALARY - DIANA	\$368.00	\$112.00	\$0.00	\$480.00
01-00-518	TECHNICIAN SALARY - KORY	\$814.40	\$454.40	\$0.00	\$1,268.80
01-00-526	District Portion Dental -Techn	\$45.18	\$15.06	\$0.00	\$60.24
01-00-536	DISTRICT PORTION DENTAL INS MA	\$45.18	\$15.06	\$0.00	\$60.24
01-00-540	EMPLOYEE TRAVEL-MGMT	\$75.64	\$51.97	\$0.00	\$127.61
01-00-541	EMPLOYEE TRAVEL-TECH	\$5.43	\$20.46	\$0.00	\$25.89
01-00-545	SUPERVISOR TRAVEL	\$90.53	\$0.00	\$0.00	\$90.53
01-00-631	DRILL INSURANCE	\$0.00	\$593.38	\$0.00	\$593.38
01-00-632	JOHN DEERE DRILL REPAIR	\$596.72	\$271.25	\$0.00	\$867.97
01-00-633	GREAT PLAINS DRILL REPAIR	\$0.00	\$201.00	\$0.00	\$201.00
01-00-635	JOHN DEERE MAINTENANCE	\$2,090.80	\$0.00	\$0.00	\$2,090.80
01-00-638	ROTOWIPER REPAIR	\$57.34	\$0.00	\$0.00	\$57.34
01-00-640	ADVERTISING AND PROMOTION	\$86.00	\$35.00	\$0.00	\$121.00
01-00-833	DEMONSTRATIONS/FIELD DAYS	\$313.10	\$0.00	\$0.00	\$313.10

Summary Page:

Beginning Balance:	(\$19,125.59)
Total Income:	(\$583.53)
Total Expenses:	\$1,769.58
Funds Remaining:	(\$17,939.54)



MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 09/16/2013 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	2	3	4	5	6	7	8	9	Total
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	04:30 PM	08:00 PM			12:00 PM	
COMP TIME	0:00	0:00	5:30	0:00	0:00	0:00	0:00	0:00	5:30
HOLIDAY	0:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00
SICK LEAVE	0:00	0:00	0:00	1:00	0:00	0:00	0:00	0:00	1:00
WORK - ACCOUNTING	0:00	0:00	0:00	0:00	0:45	0:00	0:00	0:00	0:45
WORK - BOARD MEETING	0:00	0:00	0:00	1:30	1:00	0:00	0:00	0:00	2:30
WORK - COOPERATIVE CONSERVATION PARTNERSHIP INITIATIVE	0:00	0:00	0:00	0:30	1:00	0:00	0:00	0:15	1:45
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	0:30	0:30	0:00	0:00	0:45	1:45
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	0:00	0:30	0:00	0:00	0:00	0:00	0:30
WORK - OFFICE ADMINISTRATION	0:00	0:00	0:00	2:00	1:30	0:00	0:00	1:30	5:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	0:00	2:00	7:00	0:00	0:00	1:30	10:30
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	0:00	0:00	1:00	0:45	0:00	0:00	1:00	2:45
Total	0:00	8:00	5:30	9:00	12:30	0:00	0:00	5:00	40:00

MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 09/16/2013 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	9	10	11	12	13	14	15	16	Total
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	04:30 PM	04:30 PM	07:45 PM	04:30 PM				
SICK LEAVE	0:00	0:00	6:45	0:00	0:00	0:00	0:00	0:00	6:45
WORK - ACCOUNTING	1:00	1:00	0:00	1:00	1:00	0:00	0:00	0:00	4:00
WORK - BOARD MEETING	0:00	1:00	0:00	1:15	1:00	0:00	0:00	0:00	3:15
WORK - COST-SHARE ADMINISTRATION	0:00	0:00	0:00	0:00	1:00	0:00	0:00	0:00	1:00
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	0:30	0:30	0:00	0:00	0:00	1:00
WORK - GENERAL LANDOWNER CONTACT	1:00	1:00	0:00	0:00	0:30	0:00	0:00	0:00	2:30
WORK - OFFICE ADMINISTRATION	1:00	1:30	0:00	1:00	1:00	0:00	0:00	0:00	4:30
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	1:00	3:30	0:00	5:00	2:00	0:00	0:00	0:00	11:30
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	1:00	0:00	2:30	2:00	0:00	0:00	0:00	5:30
Total	4:00	9:00	6:45	11:15	9:00	0:00	0:00	0:00	40:00

HOLIDAY

WORK - ACCOUNTING

WORK - BOARD MEETING

WORK - COOPERATIVE CONSERVATION PARTNERSHIP INITIATIVE

WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES

WORK - USDA ADMINISTRATIVE ASSISTANCE

Labor Day

Payroll

Prep

Unnerstall

farm tour, 4th grade field day, FFA AG Day

FSA, CSP, Filing

MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 09/16/2013 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 6:00  
Sick Leave Accrued: 4:00

Compensation Time Accrued: 0:00  
Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 96:30  
Sick Leave Balance: 458:15

Compensation Time Balance: 12:17  
Military Leave Balance: 0:00

Pay Rate: \$14.30

Employee Signature:

*Diana M Mayfield*

Date:

*9/17/13*

Board Member Signature:

*Dan B...*

Date:

*9-19-13*

## MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT. 3

Time Period Ending: 09/02/2013 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	19	20	21	22	23	24	25	26	Total
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	04:30 PM	03:30 PM			12:00 PM	
COMP TIME	0:00	0:00	0:00	0:00	4:00	0:00	0:00	0:00	4:00
WORK - ACCOUNTING	0:00	2:00	0:00	1:00	0:00	0:00	0:00	0:00	3:00
WORK - COST-SHARE ADMINISTRATION	0:00	0:30	0:00	0:30	0:00	0:00	0:00	0:00	1:00
WORK - EQUIPMENT RENTAL	0:00	0:15	0:30	0:00	0:00	0:00	0:00	0:00	0:45
WORK - GENERAL LANDOWNER CONTACT	0:00	0:45	1:00	0:00	0:00	0:00	0:00	0:00	1:45
WORK - OFFICE ADMINISTRATION	0:00	1:30	2:00	4:00	1:30	0:00	0:00	1:00	10:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	2:00	2:00	3:30	1:30	0:00	0:00	0:00	9:00
WORK - TRAINING	0:00	1:00	2:30	0:00	0:00	0:00	0:00	2:00	5:30
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	1:00	1:00	0:00	1:00	0:00	0:00	2:00	5:00
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

## MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT. 3

Time Period Ending: 09/02/2013 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	26	27	28	29	30	31	1	2	Total
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	04:30 PM	04:30 PM	04:30 PM	04:30 PM				
ADMINISTRATIVE LEAVE (PAID)	0:00	0:00	0:00	0:00	2:00	0:00	0:00	0:00	2:00
WORK - ACCOUNTING	0:00	0:00	0:00	1:00	0:00	0:00	0:00	0:00	1:00
WORK - BOARD MEETING	0:00	0:00	0:00	2:00	0:00	0:00	0:00	0:00	2:00
WORK - COOPERATIVE CONSERVATION PARTNERSHIP INITIATIVE	0:30	0:30	0:15	0:00	0:00	0:00	0:00	0:00	1:15
WORK - COST-SHARE ADMINISTRATION	0:30	0:00	0:00	0:00	1:00	0:00	0:00	0:00	1:30
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	0:00	1:00	0:00	0:00	0:00	0:00	1:00
WORK - OFFICE ADMINISTRATION	0:00	1:00	3:45	2:00	5:00	0:00	0:00	0:00	11:45
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	4:00	0:00	1:30	0:00	0:00	0:00	0:00	5:30
WORK - TRAINING	2:00	2:00	2:45	0:00	0:00	0:00	0:00	0:00	6:45
WORK - USDA ADMINISTRATIVE ASSISTANCE	1:00	1:30	2:15	1:30	1:00	0:00	0:00	0:00	7:15
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

## MAYFIELD, DIANA M

62 - GASCONADE SWCD  
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Time Period Ending: 09/02/2013 11:30:00 AM

Status: Pending Board Approval

ADMINISTRATIVE LEAVE (PAID) labor day early out  
WORK - ACCOUNTING payroll  
WORK - BOARD MEETING Prep time  
WORK - COOPERATIVE CONSERVATION PARTNERSHIP INITIATIVE UNNERSTALL PAPERWORK  
WORK - COST-SHARE ADMINISTRATION Segalhorst  
WORK - EQUIPMENT RENTAL rotowiper  
WORK - GENERAL LANDOWNER CONTACT Klekamp  
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES 4th grade field days, Farm Tour, FFA Ag Field Day  
WORK - TRAINING Mentoring, module 1,2,3  
WORK - USDA ADMINISTRATIVE ASSISTANCE HEL, Soil Health grant request, FSA, EQIP

Earned This Pay Period:

Annual Leave Accrued: 6:00

Sick Leave Accrued: 4:00

Compensation Time Accrued: 0:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 90:30

Sick Leave Balance: 454:15

Compensation Time Balance: 16:17

Military Leave Balance: 0:00

\$14.30  
Pay Rate: \$14.90

Employee Signature: Diana Mayfield

Date: \_\_\_\_\_

Board Member Signature: [Signature]Date: 8-6-13



# HUBBARD, KORY D

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 09/16/2013 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	2	3	4	5	6	7	8	9	Total
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	04:30 PM	04:30 PM	03:45 PM	08:00 PM				
HOLIDAY	4:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	4:00
DWP-03 - TECHNICAL	0:00	0:00	0:00	1:30	0:00	0:00	0:00	0:00	1:30
DSL-01 - TECHNICAL	0:00	0:00	0:00	0:00	0:45	0:00	0:00	0:00	0:45
WORK - EQUIPMENT RENTAL	0:00	1:00	0:30	0:00	0:00	0:00	0:00	0:00	1:30
WORK - GENERAL LANDOWNER CONTACT	0:00	1:00	1:30	1:00	1:15	0:00	0:00	0:00	4:45
WORK - OFFICE ADMINISTRATION	0:00	4:30	3:30	2:30	1:30	0:00	0:00	0:00	12:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:00	0:00	0:45	7:30	0:00	0:00	0:00	8:15
WORK - TRAINING	0:00	2:30	3:30	2:30	1:30	0:00	0:00	0:00	10:00
Total	4:00	9:00	9:00	8:15	12:30	0:00	0:00	0:00	42:45

Board Member Initials: DB Date: 9-18-13

Page 1 of 2

# HUBBARD, KORY D

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 09/16/2013 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	9	10	11	12	13	14	15	16	Total
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	07:45 PM	11:45 AM			12:00 PM	
ANNUAL LEAVE	0:00	0:00	0:00	0:00	2:00	0:00	0:00	0:00	2:00
DWC-01 - TECHNICAL	0:00	0:00	0:00	2:00	0:00	0:00	0:00	0:00	2:00
WORK - ACCOUNTING	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:30
WORK - BOARD MEETING	0:00	0:00	0:00	1:15	0:00	0:00	0:00	0:00	1:15
WORK - EQUIPMENT RENTAL	0:00	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:30
WORK - GENERAL LANDOWNER CONTACT	0:00	0:45	1:00	2:00	0:45	0:00	0:00	0:00	4:30
WORK - OFFICE ADMINISTRATION	0:00	1:30	2:30	3:00	2:00	0:00	0:00	3:30	12:30
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	1:00	1:30	0:00	0:00	0:00	0:00	0:00	2:30
WORK - TRAINING	0:00	4:30	3:30	2:00	2:00	0:00	0:00	1:30	13:30
WORK - USDA TECHNICAL ASSISTANCE	0:00	0:45	0:00	0:00	0:00	0:00	0:00	0:00	0:45
Total	0:00	9:00	9:00	10:15	6:45	0:00	0:00	5:00	40:00

HOLIDAY  
DWP-03 - TECHNICAL  
DSL-01 - TECHNICAL  
DWC-01 - TECHNICAL

Labor Day  
Bosselard  
Bock  
Schlottach

Earned This Pay Period:

Annual Leave Accrued: 4:00  
Sick Leave Accrued: 4:00

Compensation Time Accrued: ~~0:00~~ 4:08  
Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 59:45  
Sick Leave Balance: 57:00

Compensation Time Balance: 0:08  
Military Leave Balance: 0:00

Pay Rate: \$13.65

Employee Signature: Kory Hubbard

Date: 9-17-13

Board Member Signature: [Signature]

Date: 9-19-13

HUBBARD, KORY D

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT. 3

Time Period Ending: 09/02/2013 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	19	20	21	22	23	24	25	26	Total
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	04:30 PM	04:30 PM	04:30 PM	04:30 PM				
SICK LEAVE	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00	9:00
WORK - GENERAL LANDOWNER CONTACT	1:30	0:00	0:00	0:00	1:00	0:00	0:00	0:00	2:30
WORK - OFFICE ADMINISTRATION	2:30	1:00	1:00	0:00	3:00	0:00	0:00	0:00	7:30
WORK - TRAINING	0:00	8:00	8:00	0:00	5:00	0:00	0:00	0:00	21:00
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

HUBBARD, KORY D

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT. 3

Time Period Ending: 09/02/2013 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	26	27	28	29	30	31	1	2	Total
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:00 PM	04:30 PM	04:30 PM	03:30 PM			12:00 PM	
ADMINISTRATIVE LEAVE (PAID)	0:00	0:00	0:00	0:00	2:00	0:00	0:00	0:00	2:00
ANNUAL LEAVE	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:30
HOLIDAY	0:00	0:00	0:00	0:00	0:00	0:00	0:00	5:00	5:00
DWP-03 - TECHNICAL	0:00	0:00	0:00	2:00	2:30	0:00	0:00	0:00	4:30
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	1:00	0:00	0:00	0:00	0:00	0:00	1:00
WORK - OFFICE ADMINISTRATION	0:00	2:00	1:30	1:30	1:00	0:00	0:00	0:00	6:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	3:00	3:00	0:00	0:00	0:00	0:00	0:00	6:00
WORK - TRAINING	0:00	1:30	3:30	2:30	2:30	0:00	0:00	0:00	10:00
WORK - USDA TECHNICAL ASSISTANCE	0:00	2:00	0:00	3:00	0:00	0:00	0:00	0:00	5:00
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

HOLIDAY  
DWP-03 - TECHNICAL  
WORK - GENERAL  
LANDOWNER CONTACT  
WORK - PUBLIC  
INFORMATION/EDUCATION  
ACTIVITIES  
WORK - TRAINING

Labor Day  
Bosseler, Segelhorst  
Kemper  
  
Rotowiper  
  
EFT

HUBBARD, KORY D

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
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Time Period Ending: 09/02/2013 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 4:00

Compensation Time Accrued: 0:00

Sick Leave Accrued: 4:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 56:15

Compensation Time Balance: 0:08

Sick Leave Balance: 62:00

Military Leave Balance: 0:00

Pay Rate: \$13.65  
~~\$11.00~~

Employee Signature: Kory Hubbard  
Board Member Signature: Robert Segelhorst

Date: 9-3-13

Date: 9-6-13



# HUBBARD, KORY D

Time Period Ending: 09/30/2013 11:30:00 AM

Status: Pending Board Approval

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	16	17	18	19	20	21	22	23	Total
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	04:30 PM	04:30 PM	04:30 PM	04:30 PM				
DSL-01 - TECHNICAL	0:00	0:00	0:00	0:00	1:00	0:00	0:00	0:00	1:00
DWC-01 - TECHNICAL	0:00	1:30	0:00	0:00	0:00	0:00	0:00	0:00	1:30
DSP 3.2 - TECHNICAL	0:00	0:00	0:00	1:00	2:00	0:00	0:00	0:00	3:00
WORK - EQUIPMENT RENTAL	0:00	0:30	0:00	0:00	0:30	0:00	0:00	0:00	1:00
WORK - GENERAL LANDOWNER CONTACT	0:30	0:30	0:00	1:30	1:00	0:00	0:00	0:00	3:30
WORK - MEETINGS	0:00	0:00	8:00	0:00	0:00	0:00	0:00	0:00	8:00
WORK - OFFICE ADMINISTRATION	2:00	2:00	1:00	2:30	2:30	0:00	0:00	0:00	10:00
WORK - TRAINING	1:30	4:30	0:00	2:00	2:00	0:00	0:00	0:00	10:00
WORK - USDA TECHNICAL ASSISTANCE	0:00	0:00	0:00	2:00	0:00	0:00	0:00	0:00	2:00
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

# HUBBARD, KORY D

Time Period Ending: 09/30/2013 11:30:00 AM

Status: Pending Board Approval

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	23	24	25	26	27	28	29	30	Total
Start Time		06:45 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		03:45 PM	04:30 PM	04:30 PM	03:30 PM			12:00 PM	
DSL-01 - TECHNICAL	0:00	0:00	0:00	0:00	0:30	0:00	0:00	0:00	0:30
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	0:30	0:00	0:00	0:00	0:00	0:30
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	0:00	0:30	1:30	0:00	0:00	1:00	3:00
WORK - MEETINGS	0:00	0:00	0:00	7:00	0:00	0:00	0:00	0:00	7:00
WORK - OFFICE ADMINISTRATION	0:00	1:00	1:30	1:00	2:00	0:00	0:00	3:00	8:30
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	8:00	0:00	0:00	2:30	0:00	0:00	0:00	10:30
WORK - TRAINING	0:00	0:00	7:30	0:00	1:30	0:00	0:00	1:00	10:00
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

DSP 3.2 - TECHNICAL  
WORK - MEETINGS  
WORK - TRAINING

Kinman  
Civil Rights  
Conservation Planning

Earned This Pay Period:

Annual Leave Accrued: 4:00

Sick Leave Accrued: 4:00

Compensation Time Accrued: 0:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 61:45

Sick Leave Balance: 61:00

Compensation Time Balance: 4:16

Military Leave Balance: 0:00

Pay Rate: \$13.65

Employee Signature:

*Kory Hubbard*

Date: 9-30-13

Board Member Signature:

*Walter Z. [Signature]*

Date: 10-3-13

# HUBBARD, KORY D

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 10/14/2013 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	30	1	2	3	4	5	6	7	Total
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	04:30 PM	04:30 PM	04:30 PM	04:30 PM				
ADMINISTRATIVE LEAVE (PAID)	0:00	2:30	2:00	1:30	8:00	0:00	0:00	0:00	14:00
DSL-01 - TECHNICAL	1:30	0:00	0:00	0:00	0:00	0:00	0:00	0:00	1:30
WORK - EQUIPMENT RENTAL	0:30	0:00	0:00	0:00	1:00	0:00	0:00	0:00	1:30
WORK - GENERAL LANDOWNER CONTACT	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:30
WORK - OFFICE ADMINISTRATION	1:30	2:30	0:00	0:00	0:00	0:00	0:00	0:00	4:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	4:00	7:00	7:30	0:00	0:00	0:00	0:00	18:30
Total	4:00	9:00	9:00	9:00	9:00	0:00	0:00	0:00	40:00

# HUBBARD, KORY D

62 - GASCONADE SWCD  
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OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 10/14/2013 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	7	8	9	10	11	12	13	14	Total
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	04:30 PM	03:30 PM			12:00 PM	
ADMINISTRATIVE LEAVE (PAID)	0:00	8:30	8:00	7:00	6:30	0:00	0:00	0:00	30:00
HOLIDAY	0:00	0:00	0:00	0:00	0:00	0:00	0:00	5:00	5:00
DWP-03 - TECHNICAL	0:00	0:30	0:00	0:00	0:30	0:00	0:00	0:00	1:00
DSP 3.2 - TECHNICAL	0:00	0:00	0:00	2:00	0:00	0:00	0:00	0:00	2:00
WORK - EQUIPMENT RENTAL	0:00	0:00	1:00	0:00	1:00	0:00	0:00	0:00	2:00
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

ADMINISTRATIVE LEAVE  
(PAID)  
HOLIDAY

Gov Shutdown

Columbus Day

Earned This Pay Period:

Annual Leave Accrued: 4:00

Sick Leave Accrued: 4:00

Compensation Time Accrued: 0:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 65:45

Sick Leave Balance: 65:00

Compensation Time Balance: 4:16

Military Leave Balance: 0:00

Pay Rate: \$13.65

Employee Signature: Kory Hubbard

Date: 10-17-13

Board Member Signature: Alvin B...

Date: 10-17-13



## MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT. 3

Time Period Ending: 09/30/2013 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	16	17	18	19	20	21	22	23	Total
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	04:30 PM	03:30 PM			12:00 PM	
WORK - ACCOUNTING	0:00	4:00	0:00	3:30	0:45	0:00	0:00	0:00	8:15
WORK - BOARD MEETING	0:00	0:00	0:00	2:00	0:00	0:00	0:00	0:00	2:00
WORK - COOPERATIVE CONSERVATION PARTNERSHIP INITIATIVE	0:00	0:15	0:00	0:00	0:00	0:00	0:00	0:00	0:15
WORK - COST-SHARE ADMINISTRATION	0:00	0:45	0:00	0:00	2:00	0:00	0:00	1:00	3:45
WORK - EQUIPMENT RENTAL	0:00	0:00	0:00	0:30	0:00	0:00	0:00	0:00	0:30
WORK - GENERAL LANDOWNER CONTACT	0:00	0:00	0:00	0:00	1:30	0:00	0:00	0:00	1:30
WORK - OFFICE ADMINISTRATION	0:00	2:00	0:30	1:00	1:45	0:00	0:00	0:00	5:15
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	0:30	0:00	1:00	0:00	0:00	0:00	3:00	4:30
WORK - TRAINING	0:00	0:15	8:00	0:00	0:00	0:00	0:00	0:00	8:15
WORK - USDA ADMINISTRATIVE ASSISTANCE	0:00	1:15	0:30	1:00	2:00	0:00	0:00	1:00	5:45
Total	0:00	9:00	9:00	9:00	8:00	0:00	0:00	5:00	40:00

## MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT. 3

Time Period Ending: 09/30/2013 11:30:00 AM

Status: Pending Board Approval

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	23	24	25	26	27	28	29	30	Total
Start Time	12:30 PM	06:45 AM	07:00 AM	07:00 AM	07:00 AM				
Stop Time	04:30 PM	04:30 PM	04:30 PM	04:30 PM	04:30 PM				
WORK - ACCOUNTING	0:00	0:00	3:00	0:00	0:00	0:00	0:00	0:00	3:00
WORK - BOARD MEETING	0:30	0:00	2:00	0:00	0:00	0:00	0:00	0:00	2:30
WORK - COST-SHARE ADMINISTRATION	0:00	0:00	1:00	0:00	1:00	0:00	0:00	0:00	2:00
WORK - EQUIPMENT RENTAL	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:30
WORK - MEETINGS	0:00	0:00	0:00	6:00	0:00	0:00	0:00	0:00	6:00
WORK - OFFICE ADMINISTRATION	0:00	0:00	1:00	2:00	1:00	0:00	0:00	0:00	4:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	2:00	9:00	1:00	1:00	7:00	0:00	0:00	0:00	20:00
WORK - USDA ADMINISTRATIVE ASSISTANCE	1:00	0:45	1:00	0:00	0:00	0:00	0:00	0:00	2:45
Total	4:00	9:45	9:00	9:00	9:00	0:00	0:00	0:00	40:45

WORK - ACCOUNTING Payroll, QTR Reports  
WORK - BOARD MEETING minutes, Prep  
WORK - COOPERATIVE 062-14-0015  
CONSERVATION  
PARTNERSHIP INITIATIVE  
WORK - MEETINGS FOSA MTG  
WORK - PUBLIC FFA & 4th Grade Field Days  
INFORMATION/EDUCATION  
ACTIVITIES  
WORK - TRAINING Harassment, Civil Rights

## MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT. 3

Time Period Ending: 09/30/2013 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 6:00

Sick Leave Accrued: 4:00

Compensation Time Accrued: 1:08  
0:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 102:30

Sick Leave Balance: 454:30

Compensation Time Balance: 6:47

Military Leave Balance: 0:00

Pay Rate: \$14.30

Employee Signature: *Diana Mayfield*

Date: 10-3-13

Board Member Signature: *[Signature]*

Date: 10-3-13

## MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 10/14/2013 11:30:00 AM

Status: Pending Board Approval

Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	30	1	2	3	4	5	6	7	Total
Start Time		07:00 AM	07:00 AM	07:00 AM	07:00 AM			07:00 AM	
Stop Time		04:30 PM	04:30 PM	04:30 PM	04:30 PM			12:00 PM	
ADMINISTRATIVE LEAVE (PAID)	0:00	0:00	0:00	0:00	7:00	0:00	0:00	2:00	9:00
WORK - ACCOUNTING	0:00	0:00	0:00	0:00	1:00	0:00	0:00	0:00	1:00
WORK - COST-SHARE ADMINISTRATION	0:00	0:00	0:00	0:00	0:30	0:00	0:00	3:00	3:30
WORK - OFFICE ADMINISTRATION	0:00	2:00	0:00	0:00	0:00	0:00	0:00	0:00	2:00
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES	0:00	7:00	9:00	8:00	0:30	0:00	0:00	0:00	24:30
Total	0:00	9:00	9:00	8:00	9:00	0:00	0:00	5:00	40:00

Week 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Line Item	7	8	9	10	11	12	13	14	Total
Start Time	12:30 PM	07:00 AM	07:00 AM	07:00 AM	07:00 AM			08:30 AM	
Stop Time	04:30 PM	04:30 PM	04:30 PM	04:30 PM	04:30 PM			09:30 AM	
ADMINISTRATIVE LEAVE (PAID)	4:00	8:00	9:00	9:00	8:00	0:00	0:00	0:00	38:00
WORK - COST-SHARE ADMINISTRATION	0:00	1:00	0:00	0:00	0:00	0:00	0:00	1:00	2:00
Total	4:00	9:00	9:00	9:00	8:00	0:00	0:00	1:00	40:00

ADMINISTRATIVE LEAVE (PAID) Federal Shut Down  
WORK - ACCOUNTING Payroll  
WORK - COST-SHARE ADMINISTRATION Bock contract/extension, Illig  
WORK - OFFICE ADMINISTRATION Shut-down procedures  
WORK - PUBLIC INFORMATION/EDUCATION ACTIVITIES 4th Grade Field Days, prep/application

## MAYFIELD, DIANA M

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

Time Period Ending: 10/14/2013 11:30:00 AM

Status: Pending Board Approval

Earned This Pay Period:

Annual Leave Accrued: 6:00

Compensation Time Accrued: 0:00

Sick Leave Accrued: 4:00

Hours Exceeding Work Schedule: 0:00

Note: Leave balances are as of the last approved timesheet

Annual Leave Balance: 108:30

Compensation Time Balance: ~~6:47~~ 7:55

Sick Leave Balance: 458:30

Military Leave Balance: 0:00

Pay Rate: \$14.30

Employee Signature: Diana MayfieldDate: 10/17/13Board Member Signature: [Signature]Date: 10-17-13



# Fund Status (2014)

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

GM GRAZING MANAGEMENT						
Resource Concern	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments	Pending
GRAZING MANAGEMENT 2014	\$17,952.00	\$17,332.35	\$619.65	\$1,544.66	\$16,407.34	\$0.00
Project Sub Total	\$17,952.00	\$17,332.35	\$619.65	\$1,544.66	\$16,407.34	\$0.00
NP NUTRIENT & PEST MANAGEMENT						
Resource Concern	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments	Pending
NUTRIENT & PEST MANAGEME 2014	\$3,000.00	\$1,404.00	\$1,596.00	\$0.00	\$3,000.00	\$0.00
Project Sub Total	\$3,000.00	\$1,404.00	\$1,596.00	\$0.00	\$3,000.00	\$0.00
SA SENSITIVE AREAS						
Resource Concern	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments	Pending
SENSITIVE AREAS 2014	\$15,000.00	\$13,718.00	\$1,282.00	\$0.00	\$15,000.00	\$0.00
Project Sub Total	\$15,000.00	\$13,718.00	\$1,282.00	\$0.00	\$15,000.00	\$0.00
SGE SHEET AND RILL / GULLY EROSION						
Resource Concern	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments	Pending
SHEET AND RILL / GULLY E 2014	\$40,456.00	\$11,485.47	\$28,970.53	\$0.00	\$40,456.00	\$0.00
Project Sub Total	\$40,456.00	\$11,485.47	\$28,970.53	\$0.00	\$40,456.00	\$0.00
WE WOODLAND EROSION						
Resource Concern	Total Allocation	Obligated	Unobligated	Contract Payments	Remaining Payments	Pending
WOODLAND EROSION 2014	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00
Project Sub Total	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00
Grand Totals	91,408.00	\$58,939.82	\$32,468.18	\$1,544.66	\$89,863.34	\$0.00

97%  
47%  
91%  
28%  
100%



# Fund Status (2014)

62 - GASCONADE SWCD  
314 SOUTH OLIVE  
OWENSVILLE, MO 65066  
(573)437-3478 EXT: 3

<b>GM GRAZING MANAGEMENT</b>						
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>	<u>Pending</u>
GRAZING MANAGEMENT 2014	\$42,952.00	\$17,332.35	\$25,619.65	\$13,218.11	\$29,733.89	\$10,000.00
<b>Project Sub Total</b>	<b>\$42,952.00</b>	<b>\$17,332.35</b>	<b>\$25,619.65</b>	<b>\$13,218.11</b>	<b>\$29,733.89</b>	<b>\$10,000.00</b>
<b>NP NUTRIENT &amp; PEST MANAGEMENT</b>						
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>	<u>Pending</u>
NUTRIENT & PEST MANAGEMEN 2014	\$3,000.00	\$1,404.00	\$1,596.00	\$0.00	\$3,000.00	\$0.00
<b>Project Sub Total</b>	<b>\$3,000.00</b>	<b>\$1,404.00</b>	<b>\$1,596.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$0.00</b>
<b>SA SENSITIVE AREAS</b>						
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>	<u>Pending</u>
SENSITIVE AREAS 2014	\$15,000.00	\$13,718.00	\$1,282.00	\$0.00	\$15,000.00	\$0.00
<b>Project Sub Total</b>	<b>\$15,000.00</b>	<b>\$13,718.00</b>	<b>\$1,282.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>\$0.00</b>
<b>SGE SHEET AND RILL / GULLY EROSION</b>						
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>	<u>Pending</u>
SHEET AND RILL / GULLY E 2014	\$40,456.00	\$11,485.47	\$28,970.53	\$6,034.64	\$34,421.36	-\$2,196.00
<b>Project Sub Total</b>	<b>\$40,456.00</b>	<b>\$11,485.47</b>	<b>\$28,970.53</b>	<b>\$6,034.64</b>	<b>\$34,421.36</b>	<b>-\$2,196.00</b>
<b>WE WOODLAND EROSION</b>						
<u>Resource Concern</u>	<u>Total Allocation</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Contract Payments</u>	<u>Remaining Payments</u>	<u>Pending</u>
WOODLAND EROSION 2014	\$33,000.00	\$15,000.00	\$18,000.00	\$0.00	\$33,000.00	\$0.00
<b>Project Sub Total</b>	<b>\$33,000.00</b>	<b>\$15,000.00</b>	<b>\$18,000.00</b>	<b>\$0.00</b>	<b>\$33,000.00</b>	<b>\$0.00</b>
<b>Grand Totals</b>	<b>134,408.00</b>	<b>\$58,939.82</b>	<b>\$75,468.18</b>	<b>\$19,252.75</b>	<b>\$115,155.25</b>	<b>\$7,804.00</b>



# ***Cost-Share Policy Proposal***

## **Current Policy for cost-share approval**

<b>08/07/97</b>	No new Cost-Share approved between meetings.
09/11/00	Any Board Supervisor is given authority to approve amendments and claims in-between meetings if deemed necessary. Approval could be given in person or over the phone. A phone log must be kept. The said approvals will be noted at the next Board Meeting.

## **Proposed Policy**

No new cost-share contracts are to be approved outside of a scheduled board meeting, unless prior Board approval is given at a previous meeting.

Change orders, which would have an impact on the cost-share allocation or design of the project, must be approved by a quorum of the Board members. If the approval is obtained between meetings via phone or e-mail, documentation of the event must be contained in the minutes of the following meeting.

Any Board Supervisor is given authority to approve time extension change orders and payments in-between meetings. All approvals are to be documented in the minutes of the following board meeting with the date of actual approval and who signed being documented separately.

Electronic signatures are an approved source of documentation.

This grassed waterway does not meet approved plans, standards and specifications.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

USDA-NRCS

Job Name: Segelhorst

County: Gasconade

Surveyed By: GP & KH

Date: 10-18-13

## Trapezoidal Waterway Construction Layout/Checkout Information

Waterway Number: 1

TBM/TP#:	B.S.	H.I.	F.S.	Elev.
1	16.75	116.75		100.00

TBM/TP#:	B.S.	H.I.	F.S.	Elev.

Station	H.I.	Plan Cut/Fill @ CL	Finished Chan. Elev.	Design Bottom Width	% Grade	Design Depth	Design Top Width*	Chan. Grade Rod	Actual Chan. Rod	Chan. Error +/-
0+00	116.8	0.5 C	108.8	20		0.7	28.7	8.0	7.1	+0.9
0+50	116.8	1 C	108.0	20	1.64%	0.7	28.7	8.8	8.2	+0.6
1+00	116.8	0.8 C	106.1	20	3.84%	0.7	28.1	10.7	9.0	+1.7
1+50	116.8	0.5 C	104.2	20	3.84%	0.6	27.4	12.6	10.9	+1.7
2+00	116.8	0.6 C	102.2	20	3.84%	0.6	26.8	14.6	13.3	+1.3
2+50	116.8	1 C	101.1	20	2.22%	0.6	27.2	15.7	14.9	+0.8
3+00	116.8	0.6 C	100.0	20	2.22%	0.6	27.7	16.8	16.3	+0.5
3+25	116.8	0.5 C	99.5	20	2.22%	0.7	28.0	17.3	16.8	+0.5
3+75	116.8	1 C	98.8	20	1.40%	0.7	28.3	18.0	17.9	+0.1
4+25	116.8	0.3 C	98.1	20	1.40%	0.7	28.6	18.7	18.3	+0.4
4+75	116.8	0 C	97.4	20	1.40%	0.8	29.0	19.4	19.3	+0.1
4+96	116.8	0 F	97.1	20	1.40%	0.8	29.1	19.7	19.7	-0-
C/O	16.75									

Close F.S. =  
Error =

116.8  
97.1  
16.7

\*Design Top Width = top width at design depth elevation

116.8 116.8  
97.1 98.1  
16.7 18.7

4 of 7



# **RESOLUTIONS**

## **2013 Training Conference**

### **Resolution #1** **Gasconade County SWCD**

**Whereas**, on January 1, 2009, the Soil and Water Conservation Districts Commission established the Administrative Policies and Procedures for the District Technician II as requiring a Baseline Technician II verification process for assessing the individual skills in certifying conservation practices required by the Natural Resources Conservation Service (NRCS)

**Whereas**, on January 1, 2012, technicians that pass the Baseline Technician II testing must also complete the NRCS Certified Conservation Planner training and submit conservation plans according to NRCS requirements to become fully certified as a District Technician II

**Whereas**, the Baseline Technician II Certification and the NRCS Certified Conservation Planner must be established in order to receive the Technician II status and financial allocation that is associated with the position, and

**Whereas**, according to Memorandum 2012-019, any District employee with board approval may take the Baseline Technician II test.

**Therefore, be it resolved:** that the Soil and Water Program Commission and the DNR Program Director establish precedence in establishing a more structured schedule committed to offering the required testing and allow adequate time to achieve the Certified Conservation Planner course as provided by NRCS.

**Be it also resolved:** that if the Program Director is unable to establish an instantaneous agreement with the current developer of the baseline testing, that other alternatives be sought out immediately to remedy the situation. Also, that the Soil and Water Conservation Program Director and staff be forthcoming on the progress related to this issue to all the Districts.

**Supporting Counties:** Lawrence, Warren, Madison, Oregon, Camden Miller, Putnam, Cole Dunklin, Dent, Butler, St. Genevieve, Cedar DeKalb, Pettis, McDonald, Howell, Moniteau, Lafayette

**Resolution #2**  
**Carter County SWCD**

**Whereas,** Current policy states that to qualify for the DSL 2 practice there must be cross fencing in place to comply with the Prescribed Grazing (528) guidelines contained in the Field Office Technical Guide, and resources must be available before a grazing system can be applied, and

**Whereas,** This policy disqualifies many landowners who meet all other requirements but must have cross fencing for their grazing operation, and

**Whereas,** It would be more practical and efficient to lime, fertilize, and seed before installing a water system and fences, and

**Whereas,** A sufficient grass stand resource needs to be in place for a rotational system to work most effectively, and

**Therefore be it resolved:** That provisions be implemented into the policy to take into consideration that landowners not have to meet the Prescribed Grazing (528) guidelines contained in the Field Office Technical Guide if all other qualifications are met to qualify to install the DSL 2 practice.

**Resolution #3**  
**Barton County SWCD**

**Whereas,** soil and water conservation districts have a need for additional funding to support local district conservation programs and district staffing, and

**Whereas,** there is a previous history of a proven successful soil and water conservation district matching grant program sponsored through prior soil and water program budgets, and

**Whereas,** a matching grant program would provide an incentive for additional local funding to combine with state funding to support local district conservation efforts, and

**Whereas,** there seems to be sufficient state funding available in a new fiscal year budget to support a soil and water conservation district matching grant program,

**Therefore be it resolved:** the Barton County Soil and Water Conservation District requests the MASWCD to encourage the Soil and Water Districts Commission to reinstate a FY15 one to one Matching Grant Program for districts to be utilized for staffing, district programs or the purchasing of conservation equipment to be made available to landowners and operators for rent.

**Supporting Counties:** Barton, Stone, Livingston, Clark, Johnson, Bates, Polk, Clay, Grundy, Taney, Perry, Crawford, St. Charles, Christian, Callaway, Cape Girardeau, Caldwell, Butler, Cedar, Shelby, Marion, Ray, St. Louis, St. Francois, Dallas, Camden, Jackson, Miller, Worth, Morgan, Howard, Benton, Cass, Warren, Pettis.



**Resolution #4**  
**Howard County SWCD**

**Whereas**, it is the mission of the Soil and Water Conservation Program is to administer the policies and general programs developed by the Soil and Water Districts Commission for the saving of Missouri soil and water through the soil and water conservation districts in their work with landowners.

**Therefore be it resolved**, that only issues concerning Soil and Water should be the focus of Soil & Water Commission.

**Resolution #5**  
**Oregon County SWCD**

**Whereas**, ground cover availability is accessible to all types of weather conditions, especially heavy rains, due to the cool season grasses drying up during the summer months, and

**Whereas**, the weather conditions cause erosion issues in pasture and hay fields, resulting in less grass to be grazed in the fall and winter months, and

**Whereas**, non-native and native warm season grass seedings have become popular due to the growth period allowing grazing during the summer months and allowing less erosion and increased grazing during the fall and winter months of the cool season grass establishments, and

**Whereas**, the cost associated with the non-native and native warm season grass establishments being substantially higher than cool season grass establishments;

**Therefore be it resolved:** that the Missouri Association of Soil and Water Conservation District urge the Missouri Soil and Water Commission to reinstate the Warm Season Grass component on the soil and water cost-share component list.

**Supporting Counties:** Lafayette



**Resolution #6**  
**St. Louis County SWCD**

**Whereas,**

- Overuse of or poorly timed fertilizer applications such as phosphorous degrade water quality as a result of runoff into wells, waterways, and wetlands, and can contribute to hypoxic conditions in the Gulf of Mexico;
- Over-application of nitrogen can oxidize (into N<sub>2</sub>O) and vaporize into greenhouse gas (GHG) and the Intergovernmental Panel on Climate Change has identified reduced N<sub>2</sub>O emissions through improved agricultural fertilizer application techniques as a key GHG mitigation practice;
- Overuse or over-spray of pesticides can damage field borders, grass waterways, and other conservation practices;
- There is a suite of tools related to yield monitoring, soil mapping, precision application equipment and variable rate technology (collectively known as Precision Agriculture) that mitigates these negative impacts through improved application techniques that require less fertilizer and pesticide inputs;
- Precision Agriculture is applicable to large and small scale crop production as well as orchards, pasture, turf management, and livestock production;
- The use of Precision Agriculture is increasing nationally, but Missouri has lower adoption rates than neighboring states and research suggests that the large initial investments in equipment, complexity of the technology, and the need to use multiple precision technologies together may be factors;
- The Soil and Water Conservation Program (SWCP) has established the importance of promoting farming techniques which protect soil and water resources as a means of preserving the productive power of Missouri's agricultural land;
- SWCP provides financial incentives to landowners to help implement such practices;
- The common mission among Missouri's Soil & Water Conservation Districts (SWCDs) is to be locally responsive, to assume active leadership in conservation education, and to address producer, public, and natural resource concerns through the wise administration of cost-share programs;
- Cost-share funds come from a statewide tax, but there is private industry support that would leverage those dollars by providing matching funds for Precision Agriculture;

**And whereas,** this convergence of conservation goals, producer needs, technology, and private-industry innovation offers an opportunity to leverage public funds in order to serve the public interest in multiple ways,

**Therefore be it resolved** by the body of the Missouri Association of Soil and Water Conservation Districts to request that the Missouri Soil & Water Districts Commission work with the SWCP to continue to demonstrate exceptional stewardship of public resources and (1) establish a new cost-share category for Precision Agriculture which will include components, such as surveying, software, hardware, and aftermarket production equipment, that support the suite of tools related to yield monitoring, soil mapping, precision application equipment and variable rate technology, and (2) set up and administer an account for matching funds from private industry.

# **CONSTITUTION**

**and**

## **Bylaws**

**of the  
Missouri Association of Soil  
and Water Conservation Districts**

**December 17, 2013**

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## CONSTITUTION AND Bylaws

\* \* \* \* \*

### Article I -- Name

The name of the organization shall be: Missouri Association of Soil and Water Conservation Districts, hereinafter known as the Association.

### Article II -- Purpose

The Association is organized for educational and scientific purposes (as those purposes are defined for organizations that qualify as exempt organizations under Section 501(c)3 of the Internal Revenue Code. It will conduct educational and scientific work concerning the conservation, maintenance, improvement, and development of land, soil, water, trees, vegetation, wildlife, open-space, and other renewable natural resources.

### Article III -- Restrictions

No part of the net earnings of the Association inure to the benefit of or be distributable to its members, directors, officers, or other private person except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purpose set forth in Article II.

Notwithstanding any other provisions of this Constitution and Bylaws, the Association shall not carry on any other activities not permitted to be carried on: (a) by an association or corporation exempt from Federal income tax under Section 501(c)3 of the Internal Revenue Code; or, (b) by an association or a corporation, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code.

### Article IV -- Authority - Place of Business - Membership - Dues

#### Section 1: Authority.

The governing authority in the direction and control of the affairs of the Association shall rest in the membership. All Missouri Soil and Water Conservation Districts shall be considered members of this organization.



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The State Association shall have authority to employ personnel and to acquire and own such supplies, equipment, and properties as may be necessary for carrying out the objectives of the Association. The Association shall represent the Soil and Water Conservation Districts in the State of Missouri and shall elect a board member and alternate to the National Association of Conservation Districts. The Association shall have the power to enter into agreement with interested groups and agencies as may be necessary to carry out the purpose and objectives of the organization.

## Section 2: Place of Business.

There shall be two principal business centers for the Association. The first shall be the office of the Association of Missouri Soil and Water Conservation Districts. The second shall be the place most convenient to the President of the Association for the carrying on and directing of the affairs of the Association.

## Section 3: Membership.

The membership of the Association shall consist of three (3) classifications:

**A. Active Voting Members:** Shall be the Soil and Water Conservation Districts of Missouri, whose dues have been paid in full for the current calendar year. Each shall be represented by one delegate selected from the current supervisors appointed by the District governing body. Each District shall have one vote.

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**B. Associate Members:** Associate members of the Association shall consist of any individual, company, corporation, or agency interested in supporting, either financially or through active participation, the conservation, improvement, management, and multiple use of the natural resources of the State of Missouri. Associate members shall not vote nor be counted for a quorum.

**C. Advisory members.** The Conservation Partnership organizations shall designate representatives to be advisory members to the MASWCD Board of Directors. The Conservation Partnership consists of Natural Resources Conservation Service (NRCS), Missouri Department of Conservation (MDC), Missouri Department of Natural Resources (DNR), University Extension and the Missouri Soil and Water Conservation District Employees Association (MSWCDEA). These members shall not vote nor be counted for a quorum.

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Deleted: At the annual meeting, the President shall appoint the Advisory members

## Section 4: Dues.

**A.** The dues in the Association shall be paid annually and shall be due on January 1 of the current calendar year. Dues shall be mailed to the Treasurer and deposited upon receipt. In the absence of the Treasurer or Assistant Treasurer, the Director shall receive the funds from their respective district and promptly forward to the Treasurer or Assistant Treasurer for immediate deposit.

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**B.** All dues must be paid in full in order for Delegate or alternate to be eligible to vote.

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**C.** Any change in the yearly dues of the Active Voting Member shall be as recommended by the Board of Directors of the Association and approved by the active voting delegates at the Annual Meeting of the Association.



## Article V -- Meetings -- Resolutions - Qualifications - Quorum

### Section 1: Meetings.

**A. Annual Meeting:** The Annual Meeting of this Association shall be held at such time and place as may be designated by the Board of Directors of the Association. The Directors shall send or have sent written notice to all members at least 10 days prior to the date set. Notice shall state time and place and shall include notice of special business that is to be presented over and above the ordinary or regular business.

**B. Resolutions:** Only Active Voting Members can submit resolutions. Resolutions to be brought before the Annual Meeting must be received by the MASWCD office from the Resolutions Committee before the Board Meeting prior to the Annual Meeting. Resolutions not submitted prior to that Board Meeting must be brought before the voting delegates in writing and receive a two-thirds vote of voting delegates present in order to bring the resolution to the floor for discussion. Resolutions may be sent by regular mail or electronic mail to the MASWCD Executive Director by close of business August 31. The MASWCD Executive Director shall acknowledge receipt of the resolutions to each submitting district by electronic mail.

**C. Special Meetings:** May be called at any time by the President or a majority of the Board of Directors or upon written request of one-third of the Active Voting Members of this Association. Notice of special meetings shall be given in the same manner as provided for regular meetings. No business may be transacted at a special meeting other than that stated in the call, however a quorum is necessary to conduct business. Each District who has paid MASWCD dues in full for the current year is allowed one vote.

**D. Area Meetings:** Each area, as designated by the Association, shall hold at least one meeting in each respective area each year for the purpose of conducting area business. Each District who has paid MASWCD dues in full for the current year is allowed one vote, however a quorum is necessary to conduct business.

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### Section 2: Qualifications.

The qualifications for voting delegates at Annual Association Meetings shall be that they must be one of the 5 County District Supervisors appointed by a District Governing Body.

### Section 3: Quorum.

At any meeting of the Association except Annual Area Meetings, a majority of the voting membership shall constitute a quorum for the transaction of business and a simple majority vote shall be decisive.

At Annual Area Meetings, the quorum shall be one-fourth of the Districts in the Area who have paid MASWCD dues in full for the current year, with a simple majority vote being decisive.

At the Board of Directors' meetings, the quorum shall be five Directors and a simple majority vote [3] is decisive. In case a quorum is not present, the Directors in attendance may submit propositions in writing to those Directors not present for their approval or rejection by mail. Five affirmative votes shall validate the proposal. A Conference Call may be conducted provided that all voting participants are able to hear all conversations and debate may be heard by all. A conference call will qualify for the conduct

of regular or special meetings with the proper quorum being observed when conditions make it impossible to hold a regular or special meeting. A Conference Call may not for be used for a Closed Session Meeting. Participation in Conference Calls shall be by Directors only.

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## Article VI -- Board of Directors - Officers - Organization Units

### Section 1: Board of Directors.

**A. Qualifications for Directors and Alternates:** Directors and alternates must be duly elected members of a governing body of a Soil and Water Conservation District in Missouri current with the MASWCD treasurer at the time they are elected.

**B. Board of Directors:** The business, property, and affairs of this Association shall be conducted by a Board of Directors composed of a Director from each Area hereinafter designated. Alternates shall serve only in the case of inability of the duly elected Director or if the Director is called out of a regular or special meeting, their Alternate can replace said Director in order to preserve representation of the area so affected. Directors and alternates shall be elected by members of each respective Area at Area Meetings in the even years for a 2-year term.

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**C. Nominating Committee.** A Nominating Committee shall be appointed by the Area Director and will provide a slate of nominees from Active Voting Member districts with background information to all SWCDs in their respective areas no later than 2 weeks prior to the Annual Area Meeting. The Chair of the Nominating Committee will conduct the election at the Annual Area Meeting in each respective area with the candidates being those on the slate of nominees and nominations from the floor. Directors and alternates nominated from the floor have 30 days for their District to become current with the MASWCD treasurer. The vote will be by ballot. A quorum is necessary for an election to be held, each District is allowed one vote. Only Supervisors attending the Area Meeting can cast their District's vote, and the District must be current with the MASWCD treasurer in order to vote. In case a quorum is not present, the MASWCD Board of Directors will appoint an Area Director for that Area from the slate of nominees. The names and addresses of the newly elected Area Director and Alternates shall be reported by the Area to the MASWCD President no later than one month following the Area Meeting.

### Section 2: Officers of the Association.

**A.** The Officers of the Board of Directors shall serve as the Officers of the State Association.

**B.** The President shall call the elected Directors together at the Annual Meeting for the election of officers in even number years.

Deleted: three (3) Vice-President

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**C.** The President appoints an election chairman to handle the election of President and 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Vice-Presidents.

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**D.** At the Board meeting, during the Annual Meeting, the Director who becomes President shall be

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succeeded immediately by his/her First Alternate for the Area.

E. The President then completes the organization by appointing a Treasurer, an Assistant Treasurer and Committee Chairs.

F. Executive Director. The Board of Directors may appoint an Executive Director to serve under the direction of the Board. The Executive Director shall not be eligible to vote.

G. The decision of the Board of Directors as to the policies and activities of the Association shall be final and a report thereof given to the Annual Meeting.

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Deleted: The President then completes the organization by appointing a Treasurer, an Assistant Treasurer, Committee Chairmen and the Advisory Members.

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Deleted: Executive Director. The Board of Directors may appoint an Executive Director to serve under the direction of the Board. The Executive Director shall not be eligible to vote.

### Section 3. Organization Units.

The organization of the Association shall be composed of all Soil and Water Conservation Districts in Missouri, separate corporate bodies organized under an Enabling Act of the laws of the State of Missouri.

For the purpose of providing representation on the Board of Directors, Districts are grouped into Areas with one representative from each Area elected to the Board of Directors. The number and boundaries of Areas shall be recommended by the Board of Directors and approved by delegates at the Annual Meetings. An Area Director and two Alternates from Active Voting Member districts shall be nominated for each area and elected at the respective area meetings.

## Article VII -- Eligibility - Term of Office - Compensation - Duties

### Section 1: Eligibility.

**A. Eligibility for Directors:** In order to become eligible for nomination and election to the Board of Directors of this Association, a candidate must be a duly elected member of the governing body of a local Soil and Water Conservation District and not on any state politically appointed or elected Board or Commission.

**B. Eligibility for Committee Membership:** Any person shall be eligible to serve as a voting member on any one of the Association's Committees. They shall be appointed by the President of the Association, and approved by the Board of Directors of the Association.

### Section 2: Term of Office.

**A. Term of Office:** The term of the Officers shall be for two (2) years or until successors are elected. The Officers shall be elected bi-annually at the conclusion of the Annual Meeting and Conference activities in even years.

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Deleted: B. Term of Office. The President and three (3) Vice Presidents shall serve for a term of two years or until their successors are elected. ¶

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C. Board of Directors: Association Area Director and alternates shall be elected for a 2-year term in even numbered years and shall serve until their successors are elected. ¶

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### Section 3: Compensation.

The President, Vice Presidents, and the Directors of this Association shall serve without compensation; however, a per diem and their travel expenses for official business of the Association may be paid by an amount to be determined by the Board of Directors.

The Board of Directors shall fix the salary and expenses of the Executive Director and Treasurer.

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### Section 4: Duties.

#### A. Duties of the President: The President shall

- be the Chief Executive Officer of the Association.
- shall be a non-voting member except in the case of a tie.
- preside at all meetings of the members and at all meetings of the Board of Directors.
- appoint a Bylaws committee of three, a Resolutions Committee of three and any other Standing or Special committee as needed.
- shall be ex-officio member of all committees, both special and standing except the nominating committee
- carry out the directives of the Association Board.

**B. Duties of the Vice Presidents:** The Vice Presidents shall perform the duties of the President in their order of seniority when the President is absent or unable to serve.

**C. Duties of the Past President:** The Past President shall act in an advisory role to the Board of Directors during the President's term. The Past President shall be a non-voting member but does have the power to make and second motions.

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**D. Incapacity of Officers:** Should any officer of the Association become incapacitated, the State Association Board shall have the authority to declare the office vacant and appoint an Officer pro tem from the Board of Directors to carry out the duties of the office until the next Annual Meeting.

**E. Duties of the Area Directors:** It shall be a duty of the Board of Directors to periodically review the Constitution and Bylaws of the Association.

**F. Duties of the Resolution Chairman:** The Resolutions Committee may meet either by conference call or e-mail to review all resolutions material that is submitted to said committee. All proposed material must be received by the Resolutions Committee prior to August 31 so they may present their decisions to the Board of Directors Meeting at the Board Meeting prior to the



Annual Meeting.

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## Article VIII -- Board Meetings - Committees

### Section 1: Board Meetings.

A minimum of three (3) regular meetings of the Board of Directors shall be held during the business year. Special meetings of the Board of Directors may be called by the President or by request of five Board members.

### Section 2: Committees.

The President shall appoint all necessary committees, representatives, and delegates subject to the approval of the Board of Directors.

## Article IX -- Finance - Service - Sundry Provisions

### Section 1: Finance.

**A. Depository:** The funds of this Association shall be kept in a Federally-Insured Bank designated by resolution by the Board of Directors. Such a depository should be convenient and readily accessible to the Treasurer.

**B. Signatures:** The signatures of the President, Treasurer, and his designee, shall be on file with the designated depository.

**C. Bond:** The Treasurer, the President and Assistant Treasurer shall be required by the Board of Directors to give bond for the faithful discharge of duties in such sum and with such surety as may be determined by the Board of Directors. The premium on any corporate fidelity bond so required shall be paid by the Association.

**D. Audit:** The book and accounts of the Association shall be audited once each year.

### Section 2: Distribution of Assets.

No distribution of the property of this Association shall be made until all debts are fully paid, and then only upon its final dissolution and surrender of organization and name, and as otherwise provided by law: nor shall any distribution be made except by majority vote of the members of the Association at any regular or special meeting, and only after due notice has been given as prescribed by the Constitution and Bylaws. In case of final dissolution of the Association, any funds remaining after all expenses and obligation are fully satisfied shall be distributed to an organization described in section 501c3 of the Code, designated by the Board of Directors, or to the State of Missouri to be used exclusively for a public purpose.

### Section 3: Fiscal Year

The fiscal business year of this Association shall begin with the first day of January and terminate with the thirty-first day of December. Internal financial reporting shall be from Annual Meeting to Annual Meeting.

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#### Section 4: Rules of Order.

The proceedings of this Association shall be conducted under and pursuant to Robert's Rules of Order, except as herein otherwise provided.

#### Section 5: Amendments.

The Constitution and Bylaws may be amended by a two-thirds vote of the quorum of voting members present at the Annual or special meetings of the Association, provided that due notice of the proposed amendment, or amendments, has been mailed or electronically mailed to each member not less than 10 days previous to the date of the meeting. Within 5 days of receipt, each District shall acknowledge receipt of proposed amendments to the Executive Director of the Association

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¶ **1. State Soil and Water Districts Commission.** Composed of six farmer members appointed by the Governor. The Dean of the College of Agriculture, UMC; Director, Department of Natural Resources; and Director, Department of Agriculture, serve on the Commission as ex - officio members.¶

¶ The Commission is responsible for administering Soil and Water Conservation District policies, rules, and procedures.¶

¶ **2. SWCD or Soil and Water Conservation District.** Includes all or part of the land area in a county designated as a body corporate officially named the Soil and Water District of \_\_\_\_\_ County.¶

¶ **3. Missouri Association of Soil and Water Conservation Districts.** A non-profit organization of all District supervisors within the State. This group exchanges information on administration and operation of Districts and seeks to promote soil and water conservation work throughout the State.¶

¶ **4. NACD.** A private National Association of Conservation Districts. Districts are the members represented by the State Associations on the NACD Council. They have the same organization and purposes as the State Association and are operating on a National basis.¶

¶ **5. NRCS or Natural Resources Conservation Service.** An agency of the U.S. Department of Agriculture with staff and facilities to work with SWCD governing body at its request.¶

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PERSONNEL¶

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¶ **1. District Supervisor.** One of four landowner or land representative members elected to administer the SCD Program of soil and water conservation in the District. The fifth member, an Extension Specialist of Missouri Agricultural Extension Service, also serves as secretary.¶

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¶ **2. Natural Resources Conservation Service Personnel.** Technical employees of the Natural Resources Conservation Service who have been assigned to assist the local Soil and Water Conservation District, through a memoranda ... [1]

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MASWCD President \_\_\_\_\_ Date \_\_\_\_\_

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**TERMS USED FREQUENTLY**

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**PERSONNEL**

**1. District Supervisor.** One of four landowner or land representative members elected to administer the SCD Program of soil and water conservation in the District. The fifth member, an Extension Specialist of Missouri Agricultural Extension Service, also serves as secretary.

**2. Natural Resources Conservation Service Personnel.** Technical employees of the Natural Resources Conservation Service who have been assigned to assist the local Soil and Water Conservation District, through a memoranda of understanding with the Soil and Water Conservation District, State Soil and Water Districts Commission, and the Natural Resources Conservation Service.

**3. District Conservationist or DC.** An employee of the Natural Resources Conservation Service who is in charge of Natural Resources Conservation Service staff within the District.

**4. Director of Staff, Department of Natural Resources.** Directs the staff of the State Soil and Water District Commission. Assists the Commission in carrying out its responsibilities in developing programs and other educational, administrative, and related duties.

**5. Assistant State Conservationist for Field Operations or AC.** The supervisor of all District Conservationists

## **DOCUMENTS**

**1. Cooperative Working Agreement.** An agreement between (1) each District board, (2) the Natural Resources Conservation Service, and (3) the State Soil and Water Districts Commission. The agreement outlined the responsibilities of each of the three agencies.

**2. District Program.** A written statement of the conditions and problems within the District, the solutions for the problems, and the goals to be reached. It is a long range program of soil and water conservation.

**3. Annual Plan of Action or APA.** A document prepared annually listing the activities that will be carried out by the Board of Supervisors with the assistance of other agencies during the calendar year.

**4. District Cooperator Agreement.** A cooperative agreement form signed by a landowner in making a formal request to the District for assistance. When this agreement is approved by the District Board the landowner becomes a District Cooperator.

**5. Conservation Plan.** Includes maps and a recording of the cooperators' decisions on how he or she will use and treat his or her land.

**6. Soil District Annual Report.** A statistical and narrative report made by each District Board each year to the State Soil and Water Districts Commission.

**7. Local Operating Agreement.** An agreement between a District Board and any partners they work with on a local level including NRCS, Extension, private organizations, etc. This will be updated annually.



# RESOLUTION PROPOSAL

## GASCONADE COUNTY SOIL AND WATER CONSERVATION DISTRICT

**Whereas,** the Soil and Water Districts Commission has a policy providing up to 75% of the state average cost to assist with conservation practices

**Whereas,** the state average cost has increased annually,

**Whereas,** in FY2010 the grazing system program was split up into five different categories each having a set acreage limit,

**Whereas,** the acreage limits in regards to water establishment and distribution have not increased to reflect the increase in the state average costs

**Therefore, be it resolved:** that MASWCD urge the Missouri Soil and Water Commission to address the DSP-3.1 and DSP-3.2 acreage limit maximums to be more reflective of the rising state average costs.

Dennis Berger  
Gasconade County SWCD

The Grazing system practices were divided up in 2010 and acreage limits were set at \$95 per acre for wells/ponds (DSP-3.1), \$85 per acre for pipelines/tanks (DSP-3.2), \$60 per acre for fence (DSP-3.3), \$50 per acre for lime (DSP-3.4), and \$40 per acre for legume overseeding (DSP-3.5).

The fence, lime and overseeding are averaging out less than their acreage limits. However, as you can see from below, the other two practices are falling way short. This is based on the **average** of practices that we have accomplished during these time frames.

Practice (current limit)	FY10 State Average Cost per acre	75% of State Average Cost per acre	FY 13/14 State Average Cost per acre	75% of State Average Cost per acre
DSP-3.1 (\$95 pa)	\$290.68	\$218.01	\$222.25	\$166.68
DSP-3.2 (\$85 pa)	\$125.70	\$94.00	\$209.47	\$157.10



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director


## DEPARTMENT OF NATURAL RESOURCES

[www.dnr.mo.gov](http://www.dnr.mo.gov)

### MEMORANDUM 2014-006

DATE: September 18, 2013

TO: All Soil and Water Conservation Districts

FROM:  Jim Boschert, Planner III  
Soil and Water Conservation Program

SUBJECT: **Calendar Year 2014 Health Insurance**

For calendar year 2014 the Soil and Water Districts Commission will continue to provide health insurance grant allocations to soil and water conservation districts for select plans offered through Missouri Consolidated Health Care Plan (MCHCP). Soil and Water Conservation District Boards with employees that are employed for at least 1,000 hours from eligible funds, may participate in either the MCHCP PPO600 or the PPO1000 plan.

The cost of the PPO600 plan remains at \$601.08 per month for employee only coverage. The program will continue to provide \$560.08 per employee per month or \$6,720.96 per year to the district board in semi annual allotments.

The other health insurance option available to SWCD employees is the PPO1000. The cost of the PPO1000 plan is \$533.63 per month for employee only coverage. The program will provide \$492.63 per employee per month or \$5,911.56 per year to the district board in semi-annual allotments.

**For calendar year 2014 both health insurance plans provided by the Soil and Water Conservation Program require a \$41.00 per month premium copay for district staff electing to participate.**

As has been stated in previous years, management from MCHCP has strongly cautioned the program and asked us to inform the district supervisors to refrain from covering the cost of the district employee's portion of health care cost, due to increased utilization of the health insurance. Such an approach will serve to drive up the cost of health care for all the districts. If the district supervisors decide to pay the employee expenses, then the



health insurance monthly premiums will need to be renegotiated at a higher cost for all 114 districts.

MCHCP will provide information on open enrollment to the districts in the near future. Open enrollment for SWCD employees is October 7<sup>th</sup> – November 8<sup>th</sup>. Please remember if your district has employees that choose not to participate in the MCHCP health insurance plans offered, they will still need to complete the open enrollment forms and indicate that they do not wish to participate. For specific information regarding the PPO600 and the PPO1000 plans please refer to the MCHCP website at [mchcp.org](http://mchcp.org).

As was stated in the MCHCP letter dated July 24, 2013 to all districts, "MCHCP is working to ensure your medical plan benefits are compliant with the Affordable Care Act (ACA). The federal government provides resources at [www.healthcare.gov](http://www.healthcare.gov) to assist you and your employees."

If you have any questions, please contact Jim Boschert at the Soil and Water Conservation Program, P.O. Box 176, Jefferson City, Missouri 65102-0176 or by phone at 573-522-3320. Thank you.



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director


## DEPARTMENT OF NATURAL RESOURCES

[www.dnr.mo.gov](http://www.dnr.mo.gov)

### MEMORANDUM 2014-007

DATE: October 18, 2013

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director  
Soil and Water Conservation Program

**SUBJECT: Fiscal Year 2014 (FY14) Supplemental Cost-Share Allocation, Termination Date Extensions for Contracts Affected by the Government Shutdown, and Extension of FY15 Needs Assessment Deadline**

#### **FY14 Supplemental Cost-Share Allocation**

Per memorandum 2014-004, districts with 70 percent Obligated plus Pending on the Master Fund Status Report in MoSWIMS, at close of business on October 15, 2013, were eligible for supplemental funds within each resource concern category which met the minimum requirements. The Soil and Water Conservation Program loaded supplemental cost-share allocations on October 17, 2013 into MoSWIMS. Many districts were above 90 percent obligated in multiple resource concern areas, therefore, the supplemental allocations were provided as planned to allow for continued planning and implementation of conservation practices.

The Soil and Water Districts Commission indicated that they will review the status of district contracts at the October 30, 2013 meeting, and may take further action due to interruptions caused by the government shutdown. Districts are encouraged to continue to work toward the threshold of 70 percent Obligated plus Pending prior to the Commission's consideration on October 30<sup>th</sup>.

#### **Termination Date Extensions for Contracts Affected by the Government Shutdown**

All contracts that have a termination date that expires during October 2013 may be extended administratively without signatures by the landowner and board, at the district's discretion. The district needs to work with their coordinator to have administrative change orders entered into MoSWIMS. Please be reminded that practices must be started before a termination date can be extended. A special note will be entered by program staff as these change orders are developed.



October 18, 2013  
Memorandum 2014-007  
Page two

**FY15 Needs Assessment Deadline**

The Needs Assessment deadline that was established in Memorandum 2014-005 has been moved from November 1, 2013 to November 25, 2013 to allow more time to gather the necessary information.

Thank you for your efforts and patience during the government shutdown. We appreciate the dedication shown by staff and boards in continuing to work as much as possible during this time. Please contact your coordinator if you have any questions.



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

## DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

October 22, 2013

Board of Supervisors  
Gasconade Soil and Water  
Conservation District  
314 South Olive  
Owensville, MO 65066

Dear Supervisors:

The Soil and Water Districts Commission at their August 14, 2013 meeting, concurred with the program to provide two supplemental allocations for Fiscal Year (FY) 2014. Districts that qualified for the first supplemental received an additional allocation for each resource concern, provided the obligated and pending contracts met or exceeded 70 percent of the original allocation for that resource concern, as of close of business on Friday, October 15, 2013.

All districts meeting the 70 percent threshold in a resource concern received at least the resource minimum established for the completion of one practice. A supplemental resource maximum allocation ensures that funding is available for as many districts as possible to move forward toward the goals defined by their local needs assessment. The following table provides the resource minimum and maximum allocations.

**FY14 MID-YEAR SUPPLEMENTAL ALLOCATION**

Resource Concern	Resource Minimum	Resource Maximum
Animal Waste	\$ 25,000.00	\$ 50,000.00
Grazing Management	\$ 10,000.00	\$ 25,000.00
Irrigation Management	\$ 10,000.00	\$ 20,000.00
Sensitive Areas	\$ 10,000.00	\$ 20,000.00
Sheet, Rill, & Gully	\$ 10,000.00	\$ 35,000.00
Woodland Erosion	\$ 10,000.00	\$ 20,000.00

Eighty soil and water conservation districts qualified for the mid-year supplemental allocation. This letter is to inform you that your district qualified for the first the supplemental allocation based on Obligated plus Pending cost-share funds as of Tuesday October 15, 2013. The following table shows the progress achieved by resource concern for your district.



Recycled Paper



Gasconade County Soil and Water Conservation District		
Resource Concern	% Obligated + Pending	Mid-Year Supplemental Allocation
Animal Waste	0.00%	\$0.00
Grazing Management	96.55%	\$25,000.00
Irrigation Management	0.00%	\$0.00
Sensitive Areas	91.45%	\$0.00
Sheet, Rill, & Gully	28.39%	\$0.00
Woodland Erosion	100.00%	\$18,000.00
Total:		\$43,000.00

The Soil and Water Districts Commission indicated that they will review the status of the district contracts at their meeting on October 30, 2013. The Commission may take further action due to the interruptions caused by the government shutdown. Districts are encouraged to continue to work toward the threshold of 70 % obligated plus pending prior to the Commission's consideration on October 30th.

The second FY14 Supplemental Allocation is planned for districts that are obligated at a minimum of 80 percent at the close of business on Friday, December 13, 2013. For additional information, please see **MEMO 2014-004 FY14 Supplemental Allocations**.

If you have any questions, please contact your district coordinator. Thank you.

Sincerely,

SOIL & WATER CONSERVATION PROGRAM



Colleen Meredith  
Director

CM/AF:clm



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

## DEPARTMENT OF NATURAL RESOURCES

[www.dnr.mo.gov](http://www.dnr.mo.gov)

### MEMORANDUM

2014-008

DATE: October 31, 2013  
TO: All Soil and Water Conservation Districts  
FROM: <sup>BW</sup>for Colleen Meredith, Director  
Soil and Water Conservation Program

**SUBJECT: Fiscal Year 2014 (FY14) Supplemental Cost-Share Allocation Extension**

Per memorandum 2014-004, districts with 70 percent Obligated plus Pending on the Master Fund Status Report in MoSWIMS, at close of business on October 15, 2013, were eligible for supplemental funds within each resource concern category which met the minimum requirement. The Soil and Water Conservation Program loaded supplemental cost-share allocations on October 17, 2013 into MoSWIMS.

Per memorandum 2014-007, district were informed that the Soil and Water Districts Commission would review the status of district contracts at the October 30, 2013 meeting, and may take further action due to interruptions caused by the federal government shutdown.

Per the Soil and Water Districts Commission meeting on October 30, 2013, the Commission authorized the program to provide supplemental allocations in resources concerns that meet the 70 percent threshold by close of business on Friday, November 8, 2013. Districts are encouraged to continue to work toward the 70 percent Obligated plus Pending to receive the supplemental allocation. This extension only applies to resource concerns that did not qualify for the supplemental allocation previously.

MoSWIMS will be locked to load the supplemental allocations on November 12<sup>th</sup>. Please contact your coordinator if you have questions. Thank you.



# 2013 OPERATION CHRISTMAS

Dear Friends,

OPERATION CHRISTMAS is a community project that works! Because of the incredible generosity of area donors, this annual event has been successful in bringing some "holiday cheer" to households who otherwise might have a very meager Christmas. Last year "OPERATION CHRISTMAS" served 877 individuals (662 adults - 215 children) from 301 households.

We are requesting your support of OPERATION CHRISTMAS in any of the following manners:

- (1) Sharing in a collection of canned goods, non-perishable food, personal care items and household paper products.
- (2) Adopting one or more families as a special project- families and guidelines can be obtained by calling Danah Budnik at the number listed below. Adoptions begin Tuesday, November 5<sup>th</sup> and close Wednesday, November 27<sup>th</sup>.
- (3) Monetary donations may be mailed to OPERATION CHRISTMAS, c/o Robert Niebruegge, Treasurer, 1802 Southridge Lane, Owensville, MO 65066. Checks should be made out to OPERATION CHRISTMAS. Your donations are deductible under section 501(c)(3) of the IRS code of Helping Hands Outreach Center of Gasconade County. **Should there be any funds collected in excess of those actually used for this Christmas season, seed money for next year's program will first be set aside, then the remaining funds will be used to purchase food for the needy during the rest of the year.**
- (4) Tax deductible stock donations may be made also.
- (5) Along with financial support, we also solicit your time and hope that it will be possible for you to "lend a hand" as an OPERATION CHRISTMAS volunteer. Please encourage others to come along with you! Help is needed especially on the following dates at the Memorial Park exhibit hall:

Monday, December 2nd – Main sort of canned goods – 4PM

Saturday, December 7th - Final sort and inventory of goods – 9AM

Wednesday, December 12<sup>th</sup> – Packing boxes & wrapping presents 9AM to ?

Our local businesses, churches, community organizations, schools and individuals have always been generous in their support of OPERATION CHRISTMAS for which we are extremely grateful. Without such interest and concern, this would not be the community endeavor that it is.

Should you have any further questions or concerns or, as an organization/business would like to have someone come and talk about OPERATION CHRISTMAS, please feel free to phone one of this year's OPERATION CHRISTMAS project coordinators listed below.

We wish you all a most joyous 2013 Holiday Season!

Sincerely,

Vicki Bock	Andy Michael	Danah Budnik	Lynn Hesemann	Bonnie Brown	Dave Marner
Publicity	Food	Adoptions	Clothing/Toys	Personal Care	News Briefs
573-437-4266	573-437-2280	573-578-5745	573-437-3783	573-437-6198	573-437-2323



Natural Resources Conservation Service  
1315 E Main  
Linn, Missouri 65051

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### **September/October 2013 NRCS Board Report**

During the month of September I attended the Regular Monthly SWCD Board meeting in Maries and Gasconade. In my absence Megan Rudroff attended the Osage Board meeting.

NRCS staff has been busy working on CRP plans to meet the September 13<sup>th</sup> deadline. Also have been busy certifying conservation practices through EQIP prior to the end of our Fiscal Year. NRCS staff worked on progress reporting to ensure all Fiscal Year goals were met.

Grant and I attended the Gasconade County Farm Tour. Approximately 50 landowners were in attendance.

Some District and NRCS staff attended the Area 2 All Employee meeting held in Mexico. During the Team Building challenge our FOSA pulled off a winner. Our first competition was Mark Brandt's FOSA so always a good winner over such a staunch competitor!

Megan and some district staff attended the Women in Ag Conference.

A planning meeting was held to plan for the Osage County Winter Meeting.

Technical Staff attended training in Jefferson City.

FOSA staff helped put on a success FFA Ag Field day for approximately 130 FFA students.

A FOSA Staff meeting was held. Karen, Andrea and Reese from the Area Office were present to review the findings from our Quality Review.

I assisted one day at the Wurdack Grazing School.

Due to the lapse in funding our office was closed from October 1 – 16. With this some things happened in the FOSA and some other things did not happen.

I attended the planning meeting for the 2014 Forage & Beef Conference and Grazing Schools.

I also attended a couple of planning meetings for the Mid Missouri Grazing Conference.

NRCS staff has been reviewing documentation from CSP contract holders for 2013.

Melinda L. Barch  
District Conservationist



District Manager Report  
Diana Mayfield  
September/October 2013

We attended the Civil Rights training in Mexico, MO, on September 18<sup>th</sup>. We won the FOSA Feud, beating out Mark Brandt's FOSA!

On September 24<sup>th</sup>, we assisted with the FFA AG Field Day at Ben Branch Conservation Area. All of the FOSA schools, with the exception of Chamois, were in attendance. The day went smoothly and was well appreciated.

On September 26<sup>th</sup>, we met in Linn to go over the Quality Review with Area Staff.

Well, October started out with a governmental shutdown. We spent the first couple of hours getting the office secured and then Kory & I did the set up and food collections for the 4<sup>th</sup> grade field days. We had two very wonderful days of sharing information with the children. The volunteers who stepped up and helped with the sites and the food were wonderful. Everything went over smoothly. The teachers were also very helpful when it came to lunch, end of the day procedures and pictures. Everyone is to be commended for their support of our project.

I did a few things from home (accounting, monitor e-mail.....) I was able to go to Maries County to process a couple of pending cost-share projects. I came into town and picked up the mail a couple of times. Otherwise, I used administrative leave.

Upon returning to the office, we worked to catch up on items that could not be processed from home. I have been mentoring Angie Cole in Osage County with her accounting and cost-share issues. (She came and helped with our 4<sup>th</sup> Grade Field Days.)

I was finally able to make the thank you cards for the 4<sup>th</sup> Grade volunteers and vendors. I also got the powerpoint presentation for the website completed and the news release sent to the papers and county news live. Jovita Klott (St George) and Lori Nolan (Owensville Elementary) shared their priceless pictures with me.

I have been helping NRCS with incoming CSP & EQIP paperwork, filing, and mailing letters of various sorts.

I worked on some policy issues that Angie Cole shared with me during her audit process. I discussed with Melinda Barch and Kory Hubbard my concerns with the grazing system acreage limits, and worked up a proposal for that, too.

REGULAR OPEN MEETING GASCONADE COUNTY SWCD

Posted September 25, 2013, 3:00 p.m.

**AGENDA**

USDA Service Center, 316 S. Olive Street, Owensville

**Monday, October 1, 2013, 6:30 p.m.**

**If a governmental shut-down occurs, the Board will meet in the upstairs loft of JnL2, with dinner starting at 5:30 p.m.**

- ☐ Open Meeting –Chairman
- ☐ Review Minutes of the September Board Meeting – Secretary
- ☐ September Financial Review
  - Treasurer's Report
  - Time Sheets
  - Quarterly Reports

**Unfinished Business**

- ☐ CCPI Update

**New Business**

- ☐ Cost-Share –
  - Fund Status
  - Approve Conservation Plans, Cost-share Contracts, Change Orders, and Payments

Name	Cons Plan	Cost-Share Practice	Contract, Change Order or Payment	Application Number
Schwarz Living Trust	CRP			
Joseph L Sebacher RLT	CRP			
Ray B Ridder	CRP			
Ralph/Carol Engelmeyer, Sandra/Richard Nieman	CRP			

- ☐ Annual Plan of Action
  - ❖ Annual Meeting Planning
    - ❖ Dates, Program, Food
  - ❖ Annual Training Conference Resolutions
- ☐ DNR Memorandums and Letters
  - Memorandum 2014-006, Calendar Year 2014 Health Insurance
- ☐ Additional New Business
- ☐ NRCS and District Reports
- ☐ Mail
- ☐ Calendar of Events –
  - October 2-3, 4<sup>th</sup> Grade Field Days, staff out of office
  - October 14, Columbus Day Holiday – Office Closed
  - October 14- 18, Diana Mayfield out of office
- ☐ Adjourn. Next meeting Scheduled for **November 5, 2013, 6:30 p.m.**

Soil & Water Conservation District Boards may go into closed session at this meeting if such action is approved by a majority vote of the board members who constitute a quorum to discuss legal, confidential, or privileged matters under § 610.021(1), RSMo 2000; personnel actions under §610.021(3); personnel records or applications under §610.021(13), records under § 610.021(14), or audit issues under § 610.021(17), which are otherwise protected from disclosure by law.

*Cancelled Due to Lack  
of quorum.*



REGULAR OPEN MEETING GASCONADE COUNTY SWCD

Posted October 30, 2013, 3:00 p.m.

**AGENDA**

USDA Service Center, 316 S. Olive Street, Owensville

**Tuesday, November 5, 2013, 6:30 p.m.**

*Items marked in bold italic are included in previous October Board Packet. Please bring with you to the meeting.*

- ☐ Open Meeting –Chairman
- ☐ ***Review Minutes of the September Board Meeting – Secretary***
- ☐ Review Minutes of the Special October Board Meeting - Secretary
- ☐ ***September & October Financial Review***
  - Treasurer's Report
  - Time Sheets

**Unfinished Business**

- ☐ CCPI Update

**New Business**

- ☐ Cost-Share –
  - Fund Status
  - Update Policy
  - Approve Conservation Plans, Cost-share Contracts, Change Orders, and Payments

Name	Cons Plan	Cost-Share Practice	Contract, Change Order or Payment	Application Number
Schwarz Living Trust	CRP			
Joseph L Sebacher RLT	CRP			
Ray B Ridder	CRP			
Ralph/Carol Engelmeyer, Sandra/Richard Nieman	CRP			
Sarah Illig Trust <sup>1</sup>		DSP-3.2	Payment	062-14-0008
Sarah Illig Trust <sup>1</sup>		DSP-3.3	Payment	062-14-0009
Vera Nicks <sup>1</sup>		DSP-3.2	Payment	062-13-0082
Roy T & Lois A Kinman	C/S	DSP-3.2	Contract	062-14-0018
Kathryn Baker Trust		N590	Payment	062-13-0086
James G Voss	EQIP			
Randy Zelch	CSP			
Dennis/Dorothy Segelhorst		DWP-3	Cancellation	062-14-0014

<sup>1</sup>Approved by Debra Nowack, 10/29/13

- ☐ Annual Plan of Action
  - ❖ Annual Meeting Planning
    - ❖ Dates, Program, Food
  - ❖ Annual Training Conference
    - ❖ ***Resolutions***
      - ❖ Possible resolution from the floor – DSP-3 acreage limits.
    - ❖ Attendance
- ☐ Brillion Seeder
- ☐ DNR Memorandums and Letters
  - ***Memorandum 2014-006, Calendar Year 2014 Health Insurance***
  - Memorandum 2014-007, Fiscal Year 2014 (FY14) Supplemental Cost-share Allocation, Termination Date Extensions for Contracts Affected by the Government Shutdown, and Extension of FY15 Needs Assessment Deadline
  - 10/22/13 Letter, Supplemental Cost-share Allocation
- ☐ Additional New Business
  - Memorandum 2014-008, Fiscal Year 2014 (FY14) Supplemental Cost-Share Allocation Extension
  - Local Resource Concerns
  - Dental insurance fund – issue with last fiscal year.
  - Operation Christmas
- ☐ NRCS and District Reports

- ☐ Mail
- ☐ Calendar of Events –
  - November 11 – Veterans Day Holiday, office closed.
  - November 21-22 – Kory Hubbard out of office
  - November 28 – Thanksgiving Day Holiday, office closed.
  - November 28-29 – Diana Mayfield out of office
- ☐ Adjourn. Next meeting scheduled for **December 3<sup>rd</sup>** at the Farm Bureau Meeting Room, **6:00 p.m.**

Soil & Water Conservation District Boards may go into closed session at this meeting if such action is approved by a majority vote of the board members who constitute a quorum to discuss legal, confidential, or privileged matters under § 610.021(1), RSMo 2000; personnel actions under §610.021(3); personnel records or applications under §610.021(13), records under § 610.021(14), or audit issues under § 610.021(17), which are otherwise protected from disclosure by law.